

Vacancy Announcement

OPEN TO: US Citizens, Eligible Family Members (EFMs), Ordinarily Resident and US Citizen Members of Household (MOH), and Jordanian locals are welcomed to apply for the position. Applications from other qualified applicants are also welcome.

POSITION: Food and Beverage Director

OPENING DATE: Wednesday, 29 November 2023

CLOSING DATE: Wednesday, 13 December 2023

WORK HOURS: Full-time, 48 hours per week (Saturday to Thursday) to include afterhours weekends and holidays. Must be available for occasional overtime to accommodate the work demand. All overtime must be pre-approved. One-year contract, renewable.

WHO MAY APPLY: Resumes will be accepted from all candidates with the requisite skills and experience. Applicants must be at least 18 years of age. Family members of AECSA BOD members are ineligible.

SALARY: 1,000 – 1,200 JD/monthly salary depending on experience + benefits / full-time position with annual contract – potential step increase after successful evaluation at the end of 1 year.

***Note:** All ordinarily resident applicants must be residing in country and have required work and/or residency permits to be eligible for consideration.*

The American Embassy Community Services Association is a not-for-profit entity located at the U.S Embassy-Amman. The association provides goods and services to American Embassy employees to enhance the quality of their lives, and to create a supportive community that values the welfare and satisfaction of embassy employees, ultimately contributing to the overall success of the United States Embassy mission.

BASIC FUNCTION OF POSITION

The F&B Director (hereafter F&B) will report and work closely with the US Embassy American Embassy Community Services Association (AECSA) General Manager, Assistant General Manager and AECSA Board to ensure that the food and beverage operations and event planning align with the overall goals and objectives of the association. Quality,

consistency, service, and teamwork will collectively provide a positive morale and welfare to the mission. The F&B will regularly report and communicate on the day-to-day operations pertaining to key business lines (Oasis, Thirsty Camel, and Sand Bar) as well as present recommendations for new initiatives or improvements to the existing operations.

1. Oversee all food and beverage operations: to include the daily operations of food and beverage services in the Oasis (aka American Club), creating a positive work environment, while managing a staff of 20-22 personnel, and ensuring that all food and beverage operations are in compliance with US/Jordanian health and safety regulations.
2. Budget- Create and manage the budget for all food and beverage operations based on food costs provided by AECSA GM. Ensure that the association remains within its financial means while providing high-quality options to the subscribed members and guests. F&B will maintain regular, accurate inventory via a point-of-sale system and other software systems supporting the kitchen.
3. Draft purchase orders essential for the seamless operation of the restaurant and ensure their alignment with budgetary constraints and overall strategic objectives of maintaining the high-quality level of our ingredients. The F&B will discuss and obtain approval on all purchase orders with the AECSA GM before submitting to the purchasing agent. (The Embassy hosts key events such as Spring Festival, 4th of July, Back to School Night, Halloween, Holiday Events in addition to monthly activities based on special interest groups.)
4. Staff-Create and maintain staff schedules, ensuring adequate coverage for all shifts and events, while also taking into consideration the availability and equitable workload of individual staff members. Ensure that each staff member has a clear understanding of their responsibilities and the expectations for their role and how they fit into the team. Provide formal scheduled feedback for each employee and document on a biannual schedule. Provide local and online training/development opportunities for food and beverage staff, ensuring that they are equipped to provide high-quality service to members and guests. When appropriate, coordinate with the AECSA GM to bring in specialty chefs or experts to elevate the food and beverage staff's skills.
5. Schedule- Must have a flexible schedule to include working nights, weekends, and holidays as needed.
6. Menu-Develop menus specific to US Embassy community focusing on quality, consistency, and value. Maintain recipe books in English and Arabic that can be followed by the chefs. Be responsive to those community members with special dietary restrictions (gluten free, vegetarian, halal).

7. Work closely with the AECSA GM and the AECSA AGM to plan and coordinate all social events to include weekly recurring events, special themed events, and catering requests happening at the embassy or at the residences of embassy members; ensuring that all events are executed to the highest standards and in line with the embassy's mission and values.
8. Diplomatic functions- Work closely with other departments at the US embassy to ensure that food and beverage operations align with the overall goals and objectives of the embassy. In addition, representing the association in diplomatic functions or the embassy in culinary events.
9. Food Safety-Ensure compliance with US/Jordanian food safety regulations: The F&B is responsible for ensuring that all food and beverage operations follow local and U.S food safety regulations following guidance provided by SERV Safe training. Responsible for maintaining accurate records of food safety practices, including temperature logs, sanitation records, and other relevant documentation. Conduct regular food safety audits/log to ensure that all food and beverage operations are in compliance with food safety regulations and best practices. This log will be periodically reviewed by the DoS Community & Recreation audit teams. In coordination with GM, establish and maintain a positive relationship with the local health department and coordinate with them in all food safety-related matters.
10. Trends-Remain up to date with the latest food preparation, cooking, and presentation trends along with best practices in the food and beverage industry to streamline and improve operations and services.
11. F&B must always present themselves in a professional manner, maintaining decorum and ensuring a positive work environment for all staff.

To apply, the following requirements are expected:

1. Preferably a bachelor's degree in hospitality management, culinary arts, or a related field.
2. Equivalent of 10 years of experience in food service or hospitality, including experience in a management role, is required.
3. A thorough understanding of the food and beverage industry, including food preparation, service techniques, menu planning, and inventory management.
4. A professional certification is desired, such as the Certified Food and Beverage Executive (CFBE) or the ServSafe Director certification.

5. F&B director must demonstrate strong leadership skills, manage, and motivate staff, as well as have excellent communication and interpersonal skills to effectively interact with customers, suppliers, and other stakeholders.
6. F&B must problem-solve to handle any challenges that arise in day-to-day operations.
7. F&B must have a good understanding of financial management and budgeting to effectively manage the financial aspects within their area of focus.
8. F&B must multitask and prioritize their workload to meet deadlines and ensure the smooth operation of business lines.
9. F&B must be adaptable and able to quickly respond to changing circumstances, such as unexpected customer requests or changes in the menu.
10. F&B must speak English at a professional level and Arabic is a plus. This may be tested.
11. F&B must be familiar with American preferences and standards in the food and beverage industry.
12. F&B must be familiar with preparation and serving of alcoholic beverages.

TO APPLY

Interested applicants should submit a cover letter and a resume to: Amman-AECSA@state.gov